

Kelvinside Allotments CONSTITUTION

1. NAME

The Association shall be known as Kelvinside Allotments Association (hereinafter “the Association”).

2. OBJECTS

The objects of the Association shall be:

- a) to manage and supervise Allotments (within the Glasgow West area) for the benefit of the Members of the Association, in accordance with Glasgow City Council Rules and Regulations and in accordance with the Association’s General Rules and Conditions of Let.
- b) to promote by whatever means agreed by the Membership, the suitable provision of Allotments in the Glasgow West area.
- c) to provide, by whatever means agreed by the Membership, support for the ploholders and opportunities for the public to learn about Allotments and their cultivation.

In pursuit of these Objects, the Association shall be non-political, non-sectarian and non-racial.

3. MEMBERSHIP & FEES

- a) Membership shall be confined to persons who are resident in the City of Glasgow and whose fees are fully paid by the due date, and who undertake to cultivate their Allotment in accordance with the City Council’s Rules and Regulations. Charitable organisations which offer community care services within the City, and who believe that their clients will benefit from gardening, may also apply for membership. The Committee will review each such application and discuss it with the organisation before adding the organisation to the waiting list. The number of plots available to such organisations shall be limited to two at each site at any one time.
- b) The due date for the payment of fees is normally the Annual General Meeting (AGM) or within 4 weeks of the AGM, at the Committee’s discretion.
- c) The Annual Association Membership Fee shall be determined at the previous year’s AGM. Members will be notified of any proposed changes in Fee, at least four weeks prior to the AGM.

In addition to the Association Membership Fee, members pay an Annual Rent to Glasgow City Council. Changes in the Annual Rent will be notified to members in advance of the AGM, but are not open to alteration by the AGM.

(d) If a ploholder wishes to introduce a second eligible person (see 3a) to the lease, they shall inform the Secretary. The name of the second person shall be added to the lease at the next available opportunity, and also added to the waiting list. When they have reached the top of the waiting list, or at the discretion of the Committee, the second person would be eligible to continue to lease the plot in the event of the original ploholder leaving.

(e) Where a lease is in the names of two persons, the registered addressee must be a member of the Association. When the second person has attained “continuity rights” as in 3(d) and paid the Association membership fee, he/she will be sent Association communications, have full voting rights at the AGM and be eligible for election to the Committee. It is not permissible for two of the Association’s office bearers to be joint lessees of a plot.

(f) The second person named on the lease holds their place on the waiting list independently of being the second person on the lease.

(g) The Association’s Waiting List will be maintained in a strict, consecutive manner, by the Secretary. In adding names to the Waiting List, the Secretary will employ an equal opportunities policy. The Secretary may refuse to add to the Waiting List any person known to have been expelled from an Allotment Association elsewhere. Any person wishing to join the waiting list must send the Secretary their name, address and telephone number, and a non-refundable fee of £5.

(h) When a long-standing member of the Association decides to give up his/her plot, members may propose to the following AGM that the member becomes an Honorary Life member. Honorary Life members may retain a key, will continue to receive newsletters and may attend the AGM, but are not asked to pay a membership subscription and do not have a vote at the AGM.*

4. MANAGEMENT COMMITTEE

- a) Association members shall appoint a Committee consisting of: President, Vice-President, General Secretary, Membership Secretary, Site Maintenance Secretary, Treasurer and up to six other members.
- b) Principal Office-bearers (President, Vice-President, General Secretary, Membership Secretary, Site Maintenance Secretary, Treasurer) are elected for a three-year term, renewable once consecutively i.e. a maximum of six years. A Principal Office-bearer may stand again for the same Office after a break of one year. On standing down from a Principal Office, that member is immediately eligible for election to the Committee as an ordinary member, or to a different Principal Office.
- c) If members are dis-satisfied with the performance of any committee member, including Principal Office-bearers, they may call an extraordinary general meeting that can discuss the removal of that member, or they may discuss the matter at the AGM.
- d) To assure the efficient operation of the Committee from year to year, Committee members will try to ensure that no more than two Principal Office-bearers retire at any one AGM.
- e) Ordinary Committee members are elected annually and may also stand for re-election.
- f) Once a new Committee has been elected following the AGM, that Committee will agree on which members carry out the different aspects of the Association's work. If the AGM has not been able to elect any Principal Office-bearer, the Committee is empowered to appoint one of their number to that role, or to co-opt a member of the Association to fill the role until the next AGM, when the appointed Principal Office Bearer is eligible for election to a first term.
- g) The Committee shall have the powers to manage the affairs of the Association between AGMs. The Committee shall carry out any instructions given to them by a majority of Members at an AGM.
- h) Members willing to be elected as either an officer of the Association or as an ordinary member of its committee should be proposed and seconded by two other members either in writing in advance of the AGM or in person at the meeting itself. Where a candidate for one of the principal offices is unable to attend the AGM, the proposer or seconder should provide the meeting with a short statement on the candidate's suitability. In the event that only one person is nominated for an officer post, that person will be deemed elected unopposed. Should two or more persons be nominated for an officer post, an election will be held at the AGM in accordance with the following procedure: The candidates (if present) should withdraw and the proposers (or seconders) provide brief statements on the candidates' suitabilities. Members then vote by secret ballot, the chair having appointed tellers. The person gaining the most votes is declared elected. The candidates may then return. In the event that the number of persons nominated as ordinary members of the committee is no greater than the number of vacancies to be filled, all the duly nominated candidates will be deemed elected unopposed. Should the number of persons nominated as ordinary members be greater than the number of vacancies to be filled, an election will be held at the AGM in accordance with the following procedure. The nominated members (if present) should withdraw; the proposers or seconders then provide short statements on their candidates. Members then vote; in this case, each member can cast their votes for up to the required number of candidates; the candidates receiving the most votes in total will be declared elected, and all may then return.
 - i) Those attending the AGM are only entitled to vote if they are paid-up members of the Association. Where the missive for an allotment bears two names, both are eligible to vote as long as both have joined the Association.

5. ADDITIONAL MEMBERS AND SUB-COMMITTEES

The Committee shall have the power to co-opt up to two additional members, as determined by the Committee. Co-optees shall have no voting rights on the Committee. The Committee shall have the power to appoint such sub-Committees as it may from time to time decide, and shall determine their powers and terms of reference.

6. MEETINGS

- a) The Committee shall meet Monthly during the growing season, or at the discretion of the President or Secretary.
- b) The Annual General Meeting shall be held in November of each year. An Extraordinary General Meeting may be summoned on the request, in writing, of 25 members.
- c) Notice, in writing, shall be given of motions or business to be brought forward at an AGM, at least 4 weeks prior to the AGM.

- d) At the discretion of the chair, relevant business may be discussed at the AGM, without prior notice.
- e) To ensure that AGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM has been completed.

7. RULES AND PROCEDURES AT MEETINGS

- a) **Chair:** All meetings will be chaired by the President, or by another Association Member, as agreed by those present.
- b) **Voting:** All votes will be decided by a simple majority of the Members present. In the event of a tied vote, the Chair has a casting vote.
- c) **Quorum:** The quorum for Committee Meetings is 4 elected members, for other Meetings, 15 members.
- d) **Disputes:** In the event of any dispute over the conduct of a meeting, the Chair's decision shall be final.

* 'Long-standing' is normally understood to mean at least ten years' tenancy

- e) **Resolutions:** Any member may propose a resolution for discussion at a General Meeting. To ensure that a resolution is discussed, it should be submitted, in writing to the Secretary, along with the names of the Proposer and a Seconder, in time for it to be circulated to the Members 4 weeks in advance of the relevant meeting. Any member may propose a resolution at a General Meeting, but in this case, it will be the Chair's decision whether or not it will be put to the Meeting. Resolutions proposing alterations to the Constitution may only be put to an Annual General Meeting.

8. FINANCE

- a) All monies raised by the Committee shall be applied to further the objects of the Association (see Clause 2: a;b;c) and for no other purpose.
- b) No member of the Committee shall normally be paid fees or receive any remuneration other than out-of-pocket expenses.
- c) The Treasurer shall keep proper accounts of the finances of the Association and shall pay all monies not immediately required into a bank account in the name of the Association. The funds of the Association shall be held in a bank account operated by two office bearers.
- d) The accounts shall be passed to an independent examiner who shall be appointed at the AGM. The accounts shall be passed to the independent examiner two months before the AGM, so that they can be circulated to the Members with the AGM papers.

9. DISSOLUTION

If the Committee, by a majority, decides at any time, that it is necessary or advisable to dissolve the Association, it shall call a meeting of Association members. Notice shall be no less than four weeks. The notice will include a resolution proposing the Dissolution of the Association and the disposal of any assets belonging to the Association, following the settling of any outstanding debts. Assets will only be transferred to an organisation or organisations with similar objects to those of the Association.

10. ALTERATIONS

Proposals to alter this Constitution can only be made as Resolutions at an Annual General Meeting of the Association. Alterations will be made as a result of resolutions passed by a simple majority of members present.

ADOPTED AS THE CONSTITUTION OF KELVINSIDE ALLOTMENTS ASSOCIATION AT AN ANNUAL GENERAL MEETING DULY CONVENED AT HILLHEAD LIBRARY ON THE DAY OF NOVEMBER 1997, AND FURTHER REVISED ON THE 29TH DAY OF NOVEMBER 2001, THE 25TH DAY OF NOVEMBER 2010, THE 24TH DAY OF NOVEMBER 2011 AND THE 22ND DAY OF NOVEMBER 2012.